

DELINQUENT NOTICE

TO: <Employee Name>

FROM: <Supervisor Name>

SUBJECT: Delinquent Notice for the Government Charge Card

Our review of the monthly activity reports provided by the Bank of America (BoA) indicates that your account may be 30 days past due. It is our position that delinquencies beyond the 30-day timeframe violate the Department's zero tolerance policy.

The agreement that you made with the BoA requires that all outstanding charges be paid upon receipt of your monthly statement. Your charge privileges may be subject to interruption if you do not bring your account to a current status.

Any questions concerning your statement should be reported directly to the BoA. Please submit your payment for the total balance, both current and past due, to BoA. Failure to do so may constitute a violation of the Standards of Ethical Conduct for Employees of the Executive Branch (5 CFR 2635) and may result in disciplinary action up to and including removal.

If you have any other questions, please contact Bryan Welp, A/OPC at (651) 602-7860.

cc: 2nd-level Supervisor